

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: April 3, 2023 TIME: 1:00 PM

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Tom Tikkanen – Present, Roy Britz – Present, Glen Anderson – Present

ATTENDEES: Dennis Hext – Airport Manager, Jillian Spagnotti, Becky Yilatalo County CFO, Phil Anderson, Andy Moyle

AGENDA: Added Andy Moyle to discuss new gym location to New Business.

A motion was made by Roy Britz to approve the agenda as with addition, second by Glenn Anderson.

Motion Carried Unanimously

MINUTES: A motion was made by Glen Anderson to approve the February 23, 2023 Airport Meeting Minutes, second by Roy Britz.

Motion Carried Unanimously

BILLS: A motion made by Roy Britz to approve and pay the bills as presented, second by Glenn Anderson.

Roll call: Tom Tikkanen – YES; Roy Britz – YES; Glen Anderson – YES

Motion Carried Unanimously

FINANCIAL REPORT: Becky Yilatalo presented the airport, water and sewer financials for March 2023.

PUBLIC COMMENTS: None

NEW BUSINESS:

New Business, Agenda Item 1, “Copper Island Academy: New Gym – Andy Moyle”. – Andy Moyle representing Copper Island Academy, requested approval to construct a gym located on the north portion of the Mercy EMS property. The gym will be 29 ½ feet tall and provide space for a future atrium, lab and high school (approx. 3 years’ time), with a seating capacity of 1,000 people.

Motion made by Roy Britz, 2nd by Glenn Anderson, to approve the gym location pending stamped plans and the purchase of 1.83 acres from Merch EMS.

Motion Carried Unanimously

New Business, Agenda Item 2, “Copper Island Academy Purchase of 1.83 acres on Lot 18 from Mercy EMS”. – Mercy EMS located on lot 18 of the Houghton County Industrial Airpark, has agreed to sell 1.83 acres of the North side of lot 18 to Copper Island Academy. Pursuant to Section 5 “Resale Rights” B, they are now asking for Committee approval. Furthermore, Pursuant to Section 8 “Division of Lot and Minimum Lot Frontage” A, the Committee must also approve the division of the lot.

Motion made by Glenn Anderson, 2nd by Roy Britz, to approve the requests pending Franklin Township approval of the split.

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Roll call: Tom Tikkanen – YES; Roy Britz – YES; Glen Anderson – YES

Motion Carried Unanimously

New Business, Agenda Item 3, “Copper Island Academy – “Yurt” construction approval”. – Jared Hyrkas, representing Copper Island Academy, is requesting permission to erect a Yurt on Lot 19. The purpose of the building is educational and will become a teaching space. The height of the building is 30 Feet. Pursuant to Section 6 “Required Conditions” A. “Construction and Appearance” (4) of the Airpark Covenants Committee approval is required.

Motion made by Glenn Anderson, 2nd by Roy Britz, to approve the construction of the yurt.

Motion Carried Unanimously

New Business, Agenda Item 4, “Houghton County Industrial Park Covenants”. – The “Restrictions on Use and Occupancy” AKA “Industrial Airpark Covenants” 25 year term has expired as of January 1, 2023. The term now automatically extends for successive periods thereafter of 5 years. The airport manager has requested permission to revise and update the covenants for another 25 years. A discussion ensued regarding what type of qualified professional would be best to reach out to when updating the covenants.

Motion made by Roy Britz, 2nd by Glenn Anderson, to update covenants.

Motion Carried Unanimously

New Business, Agenda Item 5, “Terminal – Independent Fee Estimate proposals”. – Requests for proposals (RFP) to conduct an “Independent Fee Estimate” (IFE) for the new terminal concept budget report (CBR) were sent out on February 16, 2023. The IFE is an FAA requirement for the purpose of checking Mead & Hunt’s contract estimate to conduct the CBR. The RFP was sent to four engineering firms, C&S, HDR, Kimley-Horn, and RS&H. Two of the firms (RS&H & Kimley-Horn) declined the RFP stating they did not have the time to do the IFE while two other firms submitted proposals as follows.

C&S Companies - \$4,425.00
HDR Michigan Inc. - \$14,250.00

The estimated fee to conduct the IFE was \$10,000 and is funded using the American Rescue Plan (ARP) grant. The Airport manager requested a motion to approve the low bidder pending review.

Motion made by Glenn Anderson, 2nd by Roy Britz to approve the low bidder pending review.

Motion Carried Unanimously

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New Business, Agenda Item 6, “Airport Sewer System Ordinance”. – The sewer ordinance was presented for Committee Approval.

Motion made by Roy Britz, 2nd by Glenn Anderson, to table the item until the next meeting to give the Committee more time to review the Ordinance.

Motion Carried Unanimously

New Business, Agenda Item 7, “Airport Water and Sewer Application”. – A water and sewer application was presented for Committee review and approval. The application will be required for all future connections to the Water and Sewer system to ensure all water and sewer connections and construction are built to specifications. The airport manager requested a motion to approve the application.

Motion made by Roy Britz, 2nd by Glenn Anderson, to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 8, “Airport Use Agreement AUA – T-Hangar 18 John Lareaux”. – Pursuant to Article 10 “Assignment and Subleasing” Section 10.1 – Assignment of the T-Hangar 18 agreement written approval by the Airport Committee in the form of a motion is required to reassign the agreement to another party. The agreement was originally signed by Jeff West on behalf of 2 other individuals who were part owners in the aircraft that was stored in T-Hangar 18. Jeff West and one of the owners has decided to sell their share of the aircraft to John Lareaux who was the third party. Since he was part of the original group on the lease the airport manager has executed a new contract in his name for T-Hangar 18. The airport manager requested a formal motion to approve the re-assignment and new contract for T-Hangar 18 to John Lareaux.

A motion was made by Roy Britz, 2nd by Glenn Anderson, to approve the new contract with John Lareaux.

Motion Carried Unanimously

New Business, Agenda Item 9, “Airport Use Agreement (AUA No.1 – SkyWest Airlines Inc.”. – SkyWest has agreed to new terms, fees, and conditions for the next 2 years under the Airport Use Agreement which was executed on April 1, 2023. The airport manager requested a motion to formally approve the contract.

A motion was made by Roy Britz, 2nd by Glenn Anderson, to approve the request.

Motion Carried Unanimously

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New Business, Agenda Item 10, "Airport Use Agreement (AUA No.2) "Hangar Number 1" – SkyWest has agreed to new terms, fees, and conditions for the next 2 years under the Airport Use Agreement – Hangar number 1, which was executed on April 1, 2023. The airport manager requested a motion to formally approve the contract.

A motion was made by Roy Britz, 2nd by Glenn Anderson, to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 11, "Airport Use Agreement (AUA No.3) "INTO Plane Fuel" SkyWest has agreed to new terms, fees, and conditions for the next 2 years under the Airport Use Agreement, INTO Plane Fuel Agreement, which was executed on April 1, 2023. The airport manager requested a motion to formally approve the contract.

A motion was made by Roy Britz, 2nd by Glenn Anderson, to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 12, "Lot 2 Sale to Isle Royale Seaplanes". – Hawk Technologies currently owns Lot 2 located in the Houghton County Industrial Airpark and has agreed to sell the lot to Isle Royale Seaplanes. Isle Royale plans on using the lot for an RV park to house their employees from May to October. Pursuant to Section 5 "Resale Rights" A, Hawk Technologies and Isle Royale are asking for Committee approval. Furthermore, Pursuant to Section 2 "Intended Use" A, the Committee must also approve the residential use of the lot. Hawk Technologies has agreed to sell the lot for what they paid plus engineering fees totaling \$42,842.50. The RV park will not be used for permanent residence rather it will be used for temporary housing of Isle Royale employees. The airport manager requested a motion to approve the sale of Lot 2 to Isle Royale Sea Planes and approve the use of the property for a RV employee-housing.

A motion was made by Roy Britz, 2nd by Glenn Anderson, to Allow Hawk Technologies to sell Lot 2 to Isle Royale Sea Planes and allow Isle Royale Sea Planes to set up use of the property for seasonal employee housing.

Motion Carried Unanimously

New Business, Agenda Item 13, "Lot 14 G&J Site Solutions Storage Bins – Construction approval". – Geoff Cutsy, Owner G&J Site Solutions, located on Lot 14 of the Airpark Industrial Park is requesting permission to construct 3 storage bins. The storage bins are 30 feet in diameter and 25 feet tall and will be used to store seeds for oats or wheat. Pursuant to Section 6 A "Construction and Appearance" Mr. Cutsy is asking for Committee approval. A discussion ensued regarding safe guards, operating procedure, and what the site plan would look like.

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A motion was made by Glenn Anderson, 2nd by Roy Britz, to table the item until more information could be acquired.

Motion Carried Unanimously

New Business, Agenda Item 14, “EGLE Grant Agreement – PFAS Phase 3 Investigation”. – The Airport received a grant from EGLE to conduct a phase 3 PFAS investigation to further delineate the contamination associated with the AFFF. Specifically, with the goal of monitoring detected PFAS impacts to groundwater and storm water near the AFFF test area and stockpile. The grant is for \$350,000 and is funded by the state at 100%. The airport manager requested a motion to approve the grant.

A motion was made by Glenn Anderson, 2nd by Roy Britz, to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 15, “Mead & Hunt Agreement – PFAS Phase 3 Investigation”. – A Contract from Mead & Hunt to conduct the PFAS phase 3 investigation work as specified in the EGLE grant was presented for review and approval. The Airport Manager requested a motion to approve the contract.

A motion was made by Glenn Anderson, 2nd by Roy Britz, to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 16, “SkyWest Sublease Agreements – CSA, FedEx, Ameriflight”. – Pursuant to the SkyWest Airport Use Agreement for hangar 1 SkyWest is allowed to sublease to other tenants i.e. CSA, FedEx, and Ameriflight. The agreement also requires Committee approval of any sublease agreements between SkyWest and the sublessee. The airport manager requested a motion to approve the sublease agreements between SkyWest Airlines and CSA, FedEx and Ameriflight.

A motion was made by Roy Britz, 2nd by Glenn Anderson, to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 17, “Taxi Cab / Lyft Ordinance Discussion”. – The local taxicab company expressed concerns that the Lyft drivers are taking customers away from him at the airport. Specifically, the cab company wanted the Committee to formulate an ordinance regulating taxicab companies, Lyft, or Uber drivers when picking people up at the airport.

The committee declined to adopt an ordinance regarding ground transportation at the airport.

New Business, Agenda Item 18, “Mead & Hunt Monthly Progress Report”. – The airport manager gave an update on the Mead & Hunt progress report-summarizing activities for the period from February 1, 2023, through February 28, 2023.

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New Business Agenda Item 19, "Water/Sewage Report." – For the period from February 14, 2023, to March 14, 2023 (28 days) daily I&I was 7,001 gallons. For the same time period in 2022, I&I was 6,789 gallons. For the period from February 14, 2023, to March 14, 2023 (28 days) water loss was 182,273 gallons. For the same time period in 2022 water loss was UNKNOWN gallons.

New Business Agenda Item 20, "Airline Monthly Statistics." – For the month of February 2023, SkyWest enplaned 1,798 passengers and deplaned 1,796. Last year in February SkyWest enplanements were 1,638 compared to this year's enplanements of 1,798 an increase of 160 passengers or 10%. SkyWest experienced 3 cancellations during the month compared to 9 in February of 2022.

Total Cargo carried through CMX for 2022 topped 1,224,800 pounds. The last time we hit more than 1 million pounds was 2007 when the total was 1,028,217 pounds.

PUBLIC COMMENT: None

NEXT MEETING: The next meeting will be Tuesday, May 2, 2023 in the airport conference room at 1:00 PM.

ADJOURNMENT: A motion was made by Glen Anderson, 2nd by Roy Britz, to adjourn the meeting at 2:00 pm.

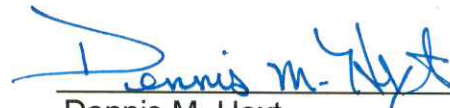
Motion Carried Unanimously

Minutes approved by:



Tom Tikkanen
Airport Committee Chairman

Recorded by:



Dennis M. Hext
Airport Manager